

YOUTH SERVICES POLICY

Title: Hiring for Corrections Cadet and Promotion for Sergeant-Master, Lieutenant and Captain Next Annual Review Date: 03/08/2011	Type: A. Administrative Sub Type: 2. Personnel Number: A.2.10
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References: ACA Standards 2-CO-1C-9, 2-CO-1C-12, 2-CO-1C-13, 2-CO-1C-14, 2-CO-1C-18, 2-CO- 1C-19, 2-CO-1C-20, and 2-CO-1C-21 (Administration of Correctional Agencies); 4-JCF-6C-01, 4-JCF-6C-05, 4-JCF-6C-06 (Performance-Based Standards for Juvenile Correctional Facilities); YS Policies A.2.1 "Employee Manual"; A.2.7 "Drug-Free Workplace;" A.2.13 " Americans with Disabilities Act (Employees, Applicants, Candidates, Visitors); A.2.18 "Criminal Record Check"; and A.2.26 "Hiring and/or Promotional Interviews."; Civil Service Rules, Chapters 22 and 23, and Index of Essential Job Functions	
STATUS: Approved	
Approved By: Mary L. Livers, Deputy Secretary	Date of Approval: 03/08/2010

I. AUTHORITY:

Deputy Secretary of Youth Services (YS) as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

II. PURPOSE:

To establish a formal policy regarding the testing and hiring of candidates for the position of Corrections Cadet and the promotion of qualified employee(s) to the positions of Corrections Sergeant-Master, Corrections Lieutenant and Corrections Captain.

III. APPLICABILITY:

Deputy Secretary, Assistant Secretary, Undersecretary, Chief of Operations, Facility Directors, the Human Resources Director, and members of the Corrections Cadet Hiring Board and the Promotion Board.

IV. POLICY:

It is the Deputy Secretary's policy to provide for the testing and systematic selection of candidates for Corrections Cadet and employees for promotion to Corrections Sergeant-Master, Corrections Lieutenant and Corrections Captain

consistent with Equal Employment Opportunity goals and Americans with Disabilities Act requirements.

V. TESTING PROCEDURES:

A. Corrections Cadet

Each unit is responsible for Corrections Cadet testing and for maintaining applicant and testing information in the Job Applicant History program in Lotus Notes.

B. Corrections Lieutenant and Corrections Captain

1. Central Office Human Resources must certify that the applicant meets the minimum qualifications.
2. When the unit completes the promotional process, the appropriate documents shall be returned to the Central Office Human Resources Office for processing.
3. Selective certification in order to meet unit needs requires the approval of the Undersecretary or the Deputy Secretary as well as the Department of Civil Service.

C. All test materials shall be secured in order to maintain the integrity of the examination. Only those individuals with specific authorization to give the examination shall have access to test materials. Security personnel with the rank of Corrections Captain or above may assist the test administrator with the Corrections Cadet test.

VI. CANDIDATES ELIGIBLE FOR HIRING FOR CORRECTIONS CADET

- A. Corrections Cadets will be hired on a noncompetitive basis. Any candidate who passes the examination may be hired without competing with other applicants providing the candidate meets the minimum hiring requirements.
- B. Should an applicant wish to be considered for employment at more than one facility, a separate application must be submitted to each facility of interest. The applicant will then be scheduled for testing. Test scores will be valid for one year from the test date. Written test answer sheets must be maintained in the Unit Human Resources Office for one year from the test date. Applications for Corrections Cadet are valid for 90 days.

C. Hiring Requirements for Corrections Cadet

1. Have valid drivers license,
2. Pass written examination,
3. Pass physical examination,
4. Pass drug test,
5. Pass criminal record check,
6. Have no convictions of a misdemeanor crime of domestic violence or a felony, or be under indictment on a felony charge unless relief from the disabilities imposed by state and federal laws has been granted,
7. Complete and pass oral interview, and
8. Be able to perform essential functions of the job. (Such performance may be assisted by accommodation to overcome disability if the accommodation is reasonable and feasible.)

A conditional offer of employment can be made contingent upon the candidate passing a physical examination, a drug test and a criminal records check. Unless eligible for re-employment, the applicant must have a passing test score.

D. Interview and Hiring Process

The Corrections Cadet Hiring Board shall consist of two to five members appointed at the discretion of the Facility Director. Members shall have appropriate employment experiences and knowledge of the position's job description so they can accurately describe to the applicant the type of work entailed for a Corrections Cadet. Members shall also have appropriate training on the interview process. Applicants shall be rated on the attributes listed on the Corrections Cadet Hiring Board Evaluation Form [Attachment A.2.10 (a)] with consideration given to the following:

1. Cadet and Civil Service application,
2. Essential Functions form/job consideration,
3. Criminal records check,
4. Law Enforcement Supplement (attached),
5. Experience (history),
6. Education/Training/College,
7. Judgment,
8. Decisiveness,
9. Confidence,
10. General appearance,
11. Verbal skills, and
12. Interpersonal skills.

VII. EMPLOYEES ELIGIBLE FOR PROMOTION TO CORRECTIONS SERGEANT-MASTER

- A. Each unit shall maintain a written policy and guidelines for promotion to Corrections Sergeant-Master. A written examination is not required; however, employees must have an Achieves Expectations or above Performance Planning and Review rating, and must pass a drug test.
- B. Employees may be promoted to Corrections Sergeant-Master for the following reasons:
 - 1. Serves as Mentors/Trainers,
 - 2. Serves in a position considered Specialized/Lead-worker, and
 - 3. Seniority (ten years of service in Corrections/Youth Services).

VIII. EMPLOYEES ELIGIBLE FOR PROMOTION TO CORRECTIONS LIEUTENANT AND CORRECTIONS CAPTAIN

- A. These positions are filled on a noncompetitive basis.
- B. Lists of Eligibles:

The Unit Human Resources Office will send a list of eligibles for Corrections Lieutenant from the LA Careers by posting after position announcements expire.

- C. Minimum Promotion Requirements:
 - 1. Corrections Lieutenant
 - a. Be able to perform essential functions of the job (such performance may be assisted by accommodation if the accommodation is reasonable and feasible),
 - b. Meet minimum qualification requirements for the position,
 - c. Pass written examination, and
 - d. Pass drug test.
 - 2. Corrections Captain
 - a. Be able to perform essential functions of the job (such performance may be assisted by accommodation if the accommodation is reasonable and feasible),
 - b. Meet minimum qualification requirements for the position,
 - c. Pass written examination, and
 - d. Pass drug test.

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D. Interview and Promotion Process:

1. The Promotion Board for the selection of employees for promotion to Corrections Lieutenant and Corrections Captain shall be comprised of a minimum of three members, including one from the unit's Human Resources Office. The other members should reflect the workforce diversity of the facility and shall have appropriate training on the interview process.
2. Candidates for promotion shall be interviewed and selected based on the minimum promotional requirements along with factors relating to experience, confidence, management and leadership skills.

Previous Regulation/Policy Number: A.2.10
Previous Effective Date: 06/20/08



Attachments/References: A.2.10 (a) Cadet Hiring Board Evaluation Form 03-10.doc



A.2.10 (b) Additional Questions for Interview 03-10.doc



Essential Functions for Cadets and Sergeant-Master.pdf



Essential Functions for Lieutenant and Captain.pdf



DPS&C Law Enforcement Supplement 03-10.doc